Literature Fellowships: Translation Projects
Instructions for Applying Through Grants.gov

CFDA No. 45.024
Funding Opportunity Number: 2007NEA03LFTP

Application Deadline: January 8, 2007

Individuals should submit their applications electronically through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 p.m., Eastern Time, on January 8, 2007. Please be aware, however, that the Grants.Gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

> Before you apply through Grants.gov for the first time, you must be registered. Registration with Grants.gov:
>
> - Is a multi-step process.
> - Takes time; allow a few days.
> - Must be completed before you can submit your application.
> - Is detailed in Step 1 below.

We recommend strongly that you REGISTER WELL IN ADVANCE OF THE JANUARY 8 DEADLINE (Step 1 below). We also encourage you to **COMPLETE AND SUBMIT YOUR APPLICATION EARLY** (Steps 2 and 3 below); do not wait until the last minute. Grants.gov can slow down during periods of high usage, which most often occur between 12 noon and 5:00 p.m., Eastern Time. You will have a better experience if you submit your application outside of these hours and in advance of the deadline. In addition, we urge you to read these instructions in their entirety before you begin the application process.

Step 1: Register with Grants.gov

All applicants who have not yet done so must register with Grants.gov prior to submitting their application. Registration is a multi-step, one-time process, which can take a day or more to complete. DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.

Step-by-step instructions for registering are available at Individual Registration. As part of the registration process, you will be asked to provide the **Funding Opportunity Number** of the grant that you intend to apply for on Grants.gov. Enter **2007NEA03LFTP** for Literature Fellowships: Translation Projects.

If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Applicant Help. The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

Step 2: Prepare your application material

Familiarize yourself with the guidelines:

Before you start to fill out the application, you should familiarize yourself with the Literature Fellowships: Translation Projects guidelines. These contain detailed application information.

Download the Grants.gov application package and save it to your computer:

In order to download the application package, you must have PureEdge Viewer, with its most recent upgrade, installed on your computer. If you do not already have the most recent version of this software, please download and follow the instructions for installing this small, free program. Be sure to review the System Requirements; your computer must meet the stipulated browser and other requirements or PureEdge Viewer will not function properly, particularly when you are trying to submit your application. (NOTE: PureEdge Viewer runs only with Windows or Windows emulation software. Non-Windows users can now use the free Citrix server to work on PureEdge forms.)

When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form. You will see the following warning: "One or more of the items in this form contains an invalid value. Do you want to proceed anyway?" Click "Yes" to proceed, and **save the application package to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location**. You do not need to be connected to Grants.gov or the Internet until you are ready to

submit your completed application. By saving changes each time you close your application, you will capture and save your most current data.

Work on your application:

1. Open the application package that you have saved to your computer and the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, enter your legal name.

2. Next, open and complete all of the forms that appear in the "**Mandatory Documents**" box. To open an item, click on it to select it, and then click on the "**Open Form**" button that is beneath the Mandatory Documents box. You cannot open a form by double clicking on it.

    When a form is more than one page, navigate between pages by using the gray navigation boxes ("Next" or "Previous") that appear at the top of the application package. Do **not** use the Back/Forward Internet navigation buttons (with the arrows inside) as the information entered into the form will not be saved.

3. After working on a form, click the "**Close Form**" button at the top of the screen to capture your information and return you to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button. Until you have completed all of the required fields in all of the mandatory forms, clicking on the "Save" button will generate the invalid values message referred to above. Click "Yes" to proceed.

    If asked if you want to update an existing file ("File Already Exists. OVERWRITE?"), clicking "Yes" will save your most recent changes to the existing file.

4. When a form is completed, click on the form name in the Mandatory Documents box to select it, and then click the => button. This will move the form to the "**Mandatory Completed Documents for Submission**" box. All forms must be in the "Mandatory Completed Documents for Submission" box before you will be able to submit your application. (You can open and work on a form in either the Mandatory Documents or Completed Documents box.)

You will see that there are two forms in the Mandatory Documents box that you must fill out before you can submit your application. They are:

1. **Application for Federal Assistance SF 424 - Individual Form**: This form asks for basic information.

2. **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items as PDF (portable document format) files. These items must be included for your Grants.gov application package to be considered complete.

Detailed instructions on how to fill out each of these forms are provided after Step 3 below.

Step 3. Submit your application
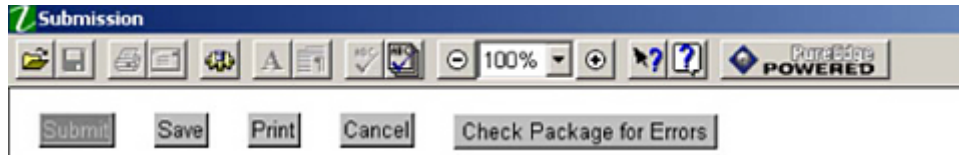
1. In the top left corner of the Grants.gov menu screen you will see buttons for **Submit**, **Save**, **Print**, **Cancel**, and **Check Package for Errors**.

2. When you have completed your application (i.e., all of the Mandatory Documents have been completed and moved to the Completed Documents box), click the **Check Package for Errors** button to double check that you have provided all required information. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached all required documents.

3. Click the **Save** button one last time to make sure that all of your most current information is saved. (At this point, you should **not** receive the invalid values message.)

4. If you want a hard copy of your completed application for your files, clicking the **Print** button will print out all of the forms in the Mandatory Completed Documents for Submission box. For a hard copy of the items that you are attaching to the Attachments Form, you will have to print those out separately from your computer.

5. Click the **Submit** button. [The Submit button will not become active (and turn from dark to light gray) until you have saved your application with all required fields completed. Clicking this button will reconnect you to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**. (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)

6. Click the "Login" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. If everything looks accurate, click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted**.

If you do not want to submit the application at this time, click the "Exit Application" button. You will be returned to the previous page where you can make changes in your material or exit the process.

Grants.gov will put a date/time stamp on your application when you click the "Sign and Submit Application" button. Your application must be stamped no later than 11:59 p.m., Eastern Time, on January 8, 2007. However, remember that Grants.gov's Customer Service hours end for the day at 9 p.m., Eastern Time. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

7. Upon submission of your application to Grants.gov, a Confirmation that includes the **Grants.gov Tracking Number** assigned to your application will display on the screen. Print a copy of this notification to include with any material that you might mail to the Arts Endowment and keep a copy for your records. The Tracking Number also will be e-mailed to you.

8. After the deadline for this category, Grants.gov will notify you via e-mail when the Arts Endowment retrieves your application from Grants.gov, and again soon thereafter, when your application has been assigned an Agency Tracking Number (this will be the Arts Endowment-assigned application number). This process will serve to acknowledge the receipt of your application by the Arts Endowment.

Additional Help

For additional help on how to use Grants.gov, please see the help material on the Grants.gov website at Applicant Help. You also can send e-mail to the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726 from 7 a.m. until 9 p.m., Eastern Time, Monday to Friday.

If you contact Grants.gov for assistance, your question will be assigned a case number. This number only documents your inquiry to the help desk. It is: 1) not, in itself, an indication of a Grants.gov system problem that would excuse a late application; and 2) not related to the tracking number that Grants.gov will assign your application once it has been successfully submitted.

For specific help on how to complete your application, please contact the Literature staff at 202/682-5034.

Detailed Instructions for Each Form in Your Grants.gov Application

Do not type in all capital letters when completing the forms.

Before you start to complete the required forms, activate the **Help** tool by clicking on the Help button (outlined in green below) in the Tool Bar. On each form, you will then find instructions by positioning the cursor over each item or, where relevant, over the radio button for an item. More detailed instructions for certain items are provided below.

How to fill out the Application for Federal Assistance SF 424 - Individual

NOTE**:** All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form.

Items 1, 2, and 4 have been pre-populated. Item 3, Date Received, will be filled automatically with the date that you submit your application; leave blank.

5. Applicant Information:

a. Name and Contact Information:
Applicants using pen names must list their legal name here. All transactions with the Arts Endowment must be made using the legal name. Contact information must be valid through November 2007. You must notify us of any changes.

b. Address:
Enter information for your permanent address. Information must be valid through November 2007.

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of your address. Do **not** use Street 2 to provide a second address.

In the Zip/Postal Code box, enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at www.usps.com/zip4/ .

c. Citizenship Status:
If you are a permanent resident of the United States, provide your Alien Registration Number.

d. Social Security Number (SSN): Leave blank.

e. Congressional District of Applicant: Enter the Congressional District that corresponds to your permanent address. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012". If you do not have a Congressional District (e.g., you are located in a U.S. territory that doesn't have districts), enter 00-000. If you need help determining your district, please visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Indicate the title, author, and language of the work that you propose to translate.

b. Project Description: In two or three sentences, briefly describe your specific project.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of support. The Arts Endowment's support of a project must start between November 1, 2007, and November 1, 2008, and may extend up to two years.

7. Signature Block:

By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the Assurance of Compliance section of the *FY 2008 Literature Fellowships: Translation Projects* guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

How to use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed, converted to PDF (portable document format) files, and saved elsewhere on your computer.

Several important points:

1. When submitting through Grants.gov, attach only one copy of each item.

2. **Attach PDF (portable document format) files**. Using PDFs allows you to preserve the formatting of your documents so they can be presented to panelists exactly as you intend.

Attachment 1 (Literature Fellowships Application Supplemental Information) is a fillable form; you will find a link to it. The form is available in both Microsoft Word and PDF formats.

Using the Word version: After completing and saving the form to your computer, convert it to PDF before submission. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to PDF Conversion Programs.

Using the PDF version: To save, close, reopen and attach the form **you must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs**. (Acrobat Approval is no longer available for purchase, but existing versions will work.) Please note that if you use the free Acrobat Reader, you will be able to fill in the form but unable to save your work or attach the document (the information you have completed will not be transmitted).

Attachments 2 - 12 are documents (e.g., resumes, descriptions of work) that you will develop in accordance with the instructions provided. These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to PDF Conversion Programs.

If you are unable to submit your attachments as PDFs, then you should submit a paper application instead. However, we encourage you to secure the ability to convert your documents to PDFs and to gain experience with this format. In the future, Grants.gov applications with attachments that are not in PDF format will not be accepted.

3. For documents such as resumes and descriptions of work, make sure that pages are labeled clearly with the name of the item (e.g., Justification for New Translation) and your legal name. Format your documents for portrait (vs. landscape) orientation. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not type in all capital letters. Number pages sequentially.

4. **Name your files as indicated below and attach them in the proper order so that Arts Endowment staff can correctly identify your attachments**. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it. See below for details.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

ATTACHMENT 1: To this button, attach the **Literature Fellowships Application Supplemental Information form [Word | PDF | Instructions]**. The file name should be your last name followed by "SuppInfo.pdf" (e.g., JonesSuppInfo.pdf).

ATTACHMENT 2: To this button, attach a **Summary of Publications/Productions** to establish your eligibility (two-page maximum). The file name should be your last name followed by "SummaryPubsProds.pdf."

List the specific published translations into English that establish your eligibility (see Eligibility for details). Use the bullets below as column headings for your list. For each publication note:

- Title, author.
- Language, genre.
- Publisher (including name of magazine or press with address and phone number).
- Publication date (month and year).
- ISBN number.
- Number of pages that you translated.

If your eligibility is based on the production of your translation of at least one full-length play, note the title, author, producing company, location, and dates of each performance.

Example:

Title/Author	Language/Genre	Publisher	Publication Date/ ISBN # / # of pages
A Walk in the City/ John Doe	Spanish/poem	University Press 1234 Main St. Springfield, IL 123-456-7891	12/2004, ISBN 0000000000, 200 pages

The Arts Endowment may contact you to verify the accuracy of the information that you provide. Therefore, you must maintain on file, and be able to provide to the Arts Endowment upon request, proof of your eligibility. For each publication listed in Attachment 2, maintain on file one clearly reproduced copy of each of the following:

a. The title page or cover with your name and the title of the work.

b. The copyright page with the publisher's information, publication date, and ISBN number.

c. If you are using the production of a play to establish your eligibility, proof that your translation of the play was produced by a professional theater company [e.g., playbill with date(s), promotional material].

Where applicable, highlight your name as it appears on any of the above.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your summary of the publications/productions that establish your eligibility*, are true and correct to the best of your knowledge.

<u>ATTACHMENT 3</u>: To this button attach a single file that includes all of the items below that are relevant to your application. The file name should be your last name followed by "Resume.pdf." Label each item clearly.

- <u>For all applicants</u>: **Your resume or a narrative account of your education and experience** (three-page maximum). Indicate any time that you spent in the country of origin and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

- <u>For collaborations</u>*:* A resume or narrative account of the **credentials of your collaborator** (three-page maximum).

<u>ATTACHMENT 4</u>**:** To this button, attach **a brief resume or biographical information for the author(s) of the work that you wish to translate** (two-page maximum). The file name should be your last name followed by "AuthorResume.pdf."

<u>ATTACHMENT 5</u>**:** To this button, attach a **brief description of the work that you wish to translate** (two-page maximum). The file name should be your last name followed by "DescriptionofWork.pdf."

Describe the work's scope, importance, and place in the author's works; and explain why you selected this author and this work. List the existing English translations of the author's work and indicate whether the author has been translated into any languages other than English. Whenever possible, cite reviews of the original work.

<u>ATTACHMENT 6</u>**:** *If the proposed project is a retranslation*, to this button attach a **statement justifying the need for a new translation** including specific examples from the proposed project (two-page maximum). The file name should be your last name followed by "JustificationforRetranslation.pdf."

<u>ATTACHMENT 7</u>**:** To this button, attach a statement on the **clearance of rights** necessary for your project. The file name should be your last name followed by "Rights.pdf."

This statement must attest that you have 1) secured consent for your translation from the holder of the copyright (identify the copyright holder and date of consent),

or 2) verified that the material to be translated is in the public domain. You must have secured any rights necessary by the time of application. The Arts Endowment may contact you for documentation of rights clearance at any time.

ATTACHMENT 8: *If your project is for a collaboration*, to this button attach **a statement of agreement that specifies the collaborator's role** and the recognition that he or she will receive for the project. The file name should be your last name followed by "Collab.pdf."

ATTACHMENT 9: *If your Manuscript Material is an excerpt from a novel, play, or other long work,* to this button attach a **one-page précis** that places the manuscript sample in context. The file name should be your last name followed by "Precis.pdf."

We encourage you to submit items 10, 11, and 12 below electronically through Grants.gov wherever feasible. However, you have the option of submitting any or all of these items in hard copy directly to the Arts Endowment. If you submit hard copies, send nine copies of each item and see the instructions under "Application Material to be Submitted by Mail."

If you submit items 11 and 12 as scanned documents, please observe the following guidelines:

- Scan images at a resolution between 150 dpi and 300 dpi. Resolutions over 300 dpi will result in unnecessarily large files, and those below 150 dpi may result in hard-to-read printouts.

- Save the images as black-and-white JPEGs. Please be sure you are not saving them in color, as this significantly increases the file size.

- Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size, and is not likely to reduce readability.

- When you have scanned the images, concatenate them into a single PDF file. Submit a single file; do not submit a separate file for each scanned page.

- When you have created the document you are going to submit, print out a few pages to make sure it is easily readable.

ATTACHMENT 10: To this button, attach **one copy** of a **10-15 typescript page sample of your translation**. The file name should be your last name followed by "Manuscript.pdf." Put your name and the page number in the upper right corner of each page. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Your sample must be drawn from the same body of work that you propose to translate during the grant period.

For collaborative projects, your sample must be prepared by the collaborative team. All other samples must be independent work of the translator.

ATTACHMENT 11: To this button, attach **one copy** of those **portions of the original work which your sample translation renders**. The file name should be your last name followed by "OriginalWork.pdf." Put your name and the page number on the upper right corner of each page. Label the sample with the English translation of the foreign language title and author.

ATTACHMENT 12: *If your project is for a retranslation*, to this button attach **one** clearly reproduced and labeled copy of at least one **existing published translation** of the approximate sample submitted. The file name should be your last name followed by "ExistingTranslation.pdf." Put your name and the page number on the upper right corner of each page. Label the sample with the English translation of the foreign language title and author.

You do not have to fill the remaining Attachment buttons.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

REMINDER: Be sure to submit all attachments as PDF files. If you work in Word initially, convert each item to PDF before submission.

Application Material To Be Submitted by Mail

If you are able to submit all items detailed in Attachments 1-12 above electronically, no additional submission of material to the Arts Endowment is required. However, if you choose to submit Attachments 10, 11, or 12 in hard copy, you must mail the following items to the Arts Endowment. Mailed material should not be sent before December 1, 2006; it must be postmarked (or show other proof of mailing) no later than January 9, 2007.

Mailed material:

1. A copy of the Submission Confirmation from Grants.gov that includes your **Grants.gov Tracking Number**. (Upon submission of your electronic application material to Grants.gov, this confirmation will display on your screen.) Be sure that this is the first item in your mailed material.

2. **Items detailed in Attachments 10, 11, or 12** above if not submitted electronically through Grants.gov.

> **You must send nine copies of each item.** All copies must be legible, labeled, clearly reproduced, and properly collated.

> For **your own manuscript material** (Attachment 10 above), your sample must be in typescript (i.e., produced by a typewriter or "letter quality" printer). Clear photocopies of typescript material are acceptable, but do not send onionskin copies. **Photocopies from books or magazines (and handwritten material) will not be accepted**. All paper should be 8 ½" x 11"; do not use legal-sized paper. Use a 12 point or larger font. Write your name and the page number in the upper right corner of each page; **staple each copy.** Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

> For **portions of the original work that your sample translation renders** (Attachment 11 above) and an **existing published translation** (Attachment 12 above for retranslations), you may submit clearly reproduced and labeled copies of the original publication.

> Application material cannot be returned. Be sure to keep a copy of what you send.

Label your package as noted below. **All mailed material must be postmarked (or show other proof of mailing) no later than January 9, 2007. Send your package to:**

Literature Fellowships: Translation Projects
Room 722
GRANTS.GOV TRACKING NUMBER: _____ (Enter number assigned upon submission of your application to Grants.gov)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Be sure to include a complete return address on your package. If the delivery service that you use requires a telephone number for the recipient on the label, use 202/682-5760.

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material put through this process has been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.